

**YUMA COUNTY BOARD OF SUPERVISORS
REQUEST FOR PUBLIC RECORDS (RFPR)**

•**GREY Areas 1, 2, 7a-7b:** County Administrative Office (CAO) fills out.

• **ALL YELLOW Areas 3, 4, 5, 6, 6a-6d: Requester fills out. (Give Dates When Applicable)**

(1) Staff Int'l	(2) Requester Type See *	(3) Requested By (Name)	(4) Requester's Telephone Number & Extension, and Email address	(5) Date of Request See	(6) Document type requested: <input type="checkbox"/> Paper <input type="checkbox"/> CD <input type="checkbox"/> Other: _____
			Phone: _____ Email: _____		

***Column (2): Use (A) for Auditor; (D) for Department; (G) for General Public**

(6) DESCRIPTION OF REQUEST: (Be Specific) Please be advised that there is a \$.25 per page copying fee (8.5"x11"size*). <i>*Additional charge may apply for larger size copies, CDs, etc.</i>	
(6a):	<input type="checkbox"/> Date of Board of Supervisors' Meeting when action was taken ● : _____ <input type="checkbox"/> Agenda Item #, if known: _____ ● <input type="checkbox"/> If date is unknown, provide an approximate date or timeframe: _____ <input type="checkbox"/> Date other activity occurred: _____ <i>(Describe the activity below.)</i>
(6b):	<input type="checkbox"/> Other information or description of activity regarding records being requested that will assist in filling the request:
(6c):	<input type="checkbox"/> Is this request for a commercial purpose? [<input type="checkbox"/>] Yes* [<input type="checkbox"/>] No *If yes, please provide a statement setting forth the commercial purpose. (A.R.S. §39-121.03).
(6d):	<input type="checkbox"/> REQUESTING PARTY: Name: _____ Please print Business Name (if applicable) _____ Address: _____ City, State & Zip _____ Phone: _____ Fax: _____ <div style="display: flex; justify-content: space-between;"> <div>Requesting Party Signature: _____</div> <div>Email: _____</div> </div>
(7a):	If there is a cost, has the individual been apprised? [<input type="checkbox"/>] Yes [<input type="checkbox"/>] No [<input type="checkbox"/>] N/A
(7b):	COMMENTS, if any:

- Submit current employee personnel records requests to Yuma County HUMAN RESOURCES.
- Submit past employee personnel records requests to Yuma County CLERK of BOARD'S RECORDS SECRETARY.
- Submit all other records requests to the Yuma County CLERK of BOARD'S RECORDS SECRETARY.